

Creating a TRAIN Account

1. On the TRAIN login page, click the “Create Account” button.



2. Agree to the TRAIN Policies and click “Next.”

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

1. General Policies and Liability Terms
2. Confidentiality Statement
3. Learner Rights and Responsibilities
4. Course Provider Rights and Responsibilities
5. Definitions

☐ I agree to these TRAIN policies

3. Fill out all required fields and click “Next.” Important fields are highlighted in **Yellow**. They are:
 - a. First and last name (legal name, such as what is listed on your paystub)
 - b. Email Address (this should be your work or organization email address, if you have one)
 - c. Organization Name (this should be typed out such as “Virginia Department of Health)
 - d. Password Question/Answer (this needs to be something that you will remember)
 - e. “I would like to receive emails from TRAIN” (this box needs to be checked)

Required Fields

Login Name *

Password *

Confirm Password *

First Name *

Last Name *

Title *

Telephone (daytime) *

Example: (777)777-7777

Email *

Confirm Email *

Organization name *

Department / Division *

Address 1 *

Country *

United States

State / Territory *

Select

City / Township / Town *

Zip code / Postal code *

County *

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password

Question *

Select Question.

Answer *

Next

Optional Fields

Middle Name

Telephone (evening)

Daytime Extension

Pager

Fax

Mobile

Bureau/ Section

Address 2

☒ I would like to receive emails from TRAIN

☐ I would like to receive notifications about the site updates by email.

- On the next screen click the State Portal Select Groups button.

Details

Groups

My Profile

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

- Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corp), or "CDC Portal" (Center for Disease Control and Prevention).
- Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal

Select Groups

No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal

Select Groups

No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

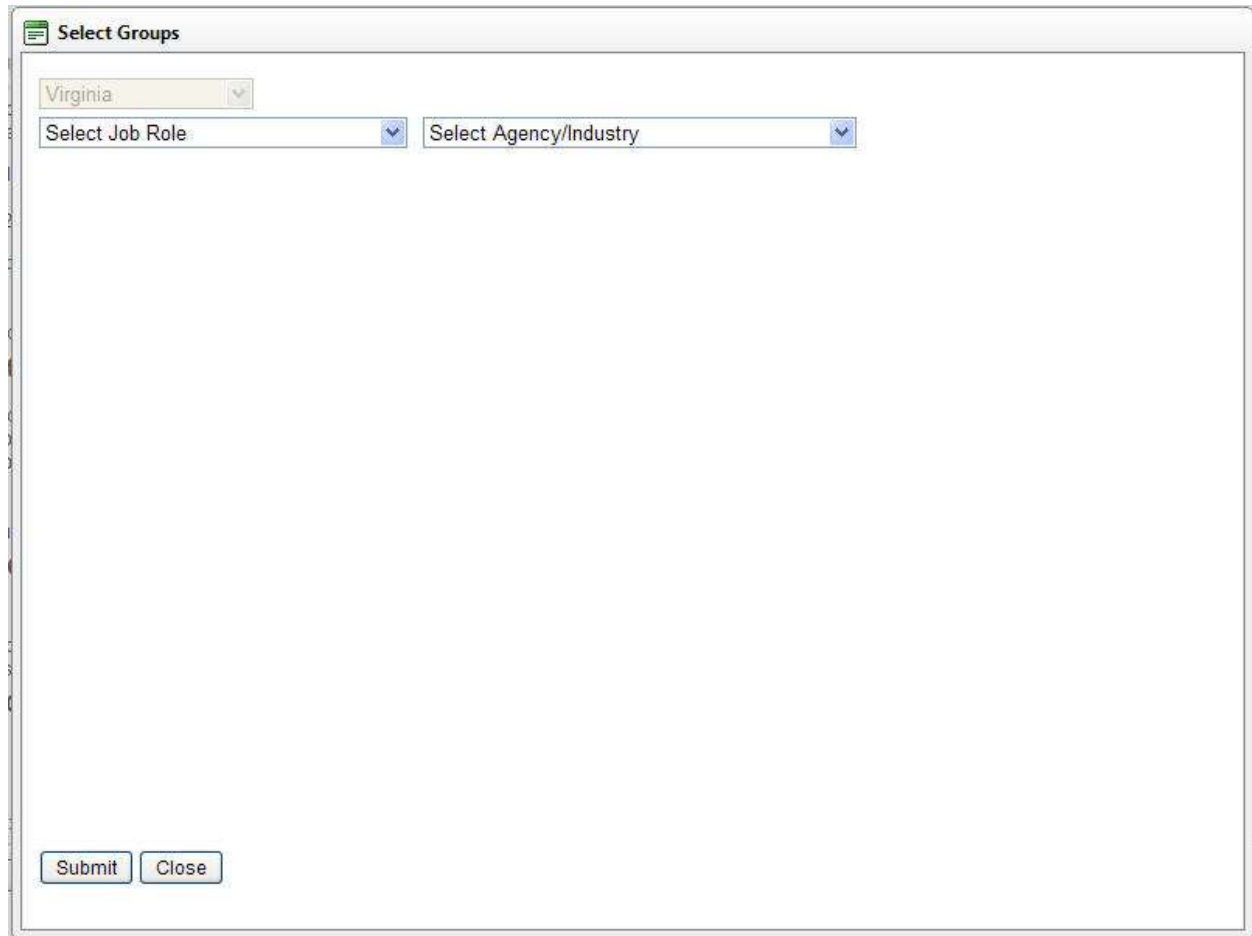
CDC Portal

Select Groups

No Groups Selected

Note: You must select at least one portal.

5. Select a job role and agency or industry and click “Submit.”



The screenshot shows a window titled "Select Groups". At the top, there is a dropdown menu with "Virginia" selected. Below this are two more dropdown menus: "Select Job Role" and "Select Agency/Industry". At the bottom left of the window are two buttons: "Submit" and "Close".

6. If you are a member of the Medical Reserve Corps click the MRC Portal Select Groups button.



The screenshot shows the "Groups" tab of a web application. At the top are three tabs: "Details", "Groups", and "My Profile". The main content area contains the following text:

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Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

A red arrow points to the "Select Groups" button for the MRC Portal.

7. Once you have completed group selection click the Submit button at the bottom of the window.

Select Groups

Region 03 (III)
 Virginia
 Select Region or Department

U.S. Department of Health & Human Services
 Regions

10 8 5 2 1
 Seattle Boston
 9 7 3
 San Francisco Chicago Phila. NYC
 Hawaii Kansas City DC
 6 4
 Dallas Atlanta
 Puerto Rico
 Virgin Islands

Submit Close

8. If you desire access to CDC information click the CDC Portal Select Groups button. (Please note that all VDHemployees are required to select CDC groups here.)

Details Groups My Profile

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below.

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2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International"

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

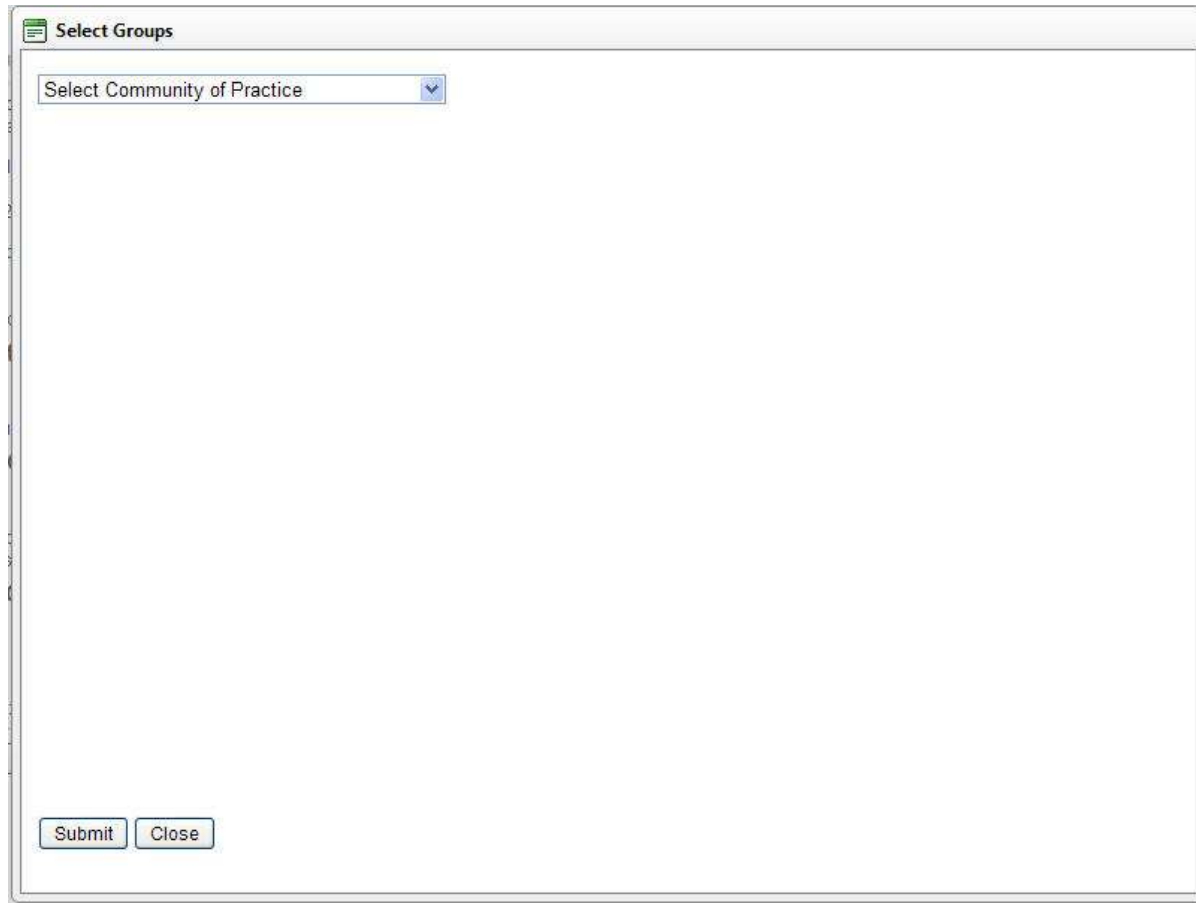
MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

9. Upon completion of CDC groups selection, click the Submit button at the bottom of the window.



10. Upon completion of your groups, click the Next button.

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Select the state or territory in which you work, study, or reside - or select "International".

State Portal **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal **No Groups Selected**

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal **No Groups Selected**

Note: You must select at least one portal.



11. Select your Professional Roles. You must select at least one, but not more than three. Then click “Next.”

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the “Other” option is selected, please enter specialization.

| Professional Role | Value |
|---|--------|
| <input type="checkbox"/> Allied Health Professional | Select |
| <input type="checkbox"/> Administrator / Director / Manager | |
| <input type="checkbox"/> Administrative Support Staff | |
| <input type="checkbox"/> Animal Control Specialist / Veterinarian | |
| <input type="checkbox"/> Biostatistician | |

12. Select your work settings. You must select at least one, but not more than three. Then click “Next.”

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

| Work Settings | Value |
|--|--------|
| <input type="checkbox"/> Academic / Educational Institution | Select |
| <input type="checkbox"/> Official Public Health Agencies | Select |
| <input type="checkbox"/> Military | |
| <input type="checkbox"/> Other Government Agencies (except Military) | |
| <input type="checkbox"/> Healthcare Services | Select |
| <input type="checkbox"/> Indian Health Service | |
| <input type="checkbox"/> Tribal Health Sites | |
| <input type="checkbox"/> Non-Profit Organization (except Healthcare) | |
| <input type="checkbox"/> Private Industry (except Healthcare) | |
| <input type="checkbox"/> Other (specify) | |

Back Next

13. Select your Demographic Information and click “Next.”

Please select appropriate demographic information (optional).

| Demographic Information | Value |
|------------------------------------|---|
| Education level (highest attained) | Select |
| Sex | Select |
| Ethnicity | Select |
| Race | Select |
| Birth Date | <input type="text"/> (Format: MM/DD/YYYY) |
| Primary Language | Select |
| Secondary Language | Select |

Back Next

14. Select your Virginia Attributes and click “Next.” Some important fields are highlighted in Yellow. They are:

- Current VDH Employee (this one is required)
- Race/Ethnicity (this field is for government reporting purposes)
- Manager/Supervisor (only check this box if you are one of these)

Please enter the appropriate information (optional).

| Virginia Attributes | Value |
|---------------------------------|--------------------------|
| Current VDH Employee * | Select |
| Professional Association Number | <input type="text"/> |
| Race / Ethnicity | Select |
| Manager / Supervisor | <input type="checkbox"/> |

Back Next

